GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

I.A.S. – Assistant Collectors - Scheme of Practical Training - Revised Programme - Orders – Issued.

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GENERAL ADMINISTRATION (SC.A) DEPARTMENT

G.O.MS.No. 90 Dated: 21-07-2017

Read the following:-

1. G.O..Ms. No. 230 General Administration (Spl.B) Department, dated:6.5.1981
2. G.O..Ms. No. 607 General Administration (Spl.B) Department, dated:1.12.1982
3. G.O..Ms. No. 259 General Administration. (Spl.B) Department, dated:20.06.1987
4. G.O.Ms.No.316, General Administration (Spl.B.) Department, dated:16.07.1996.
5. G.O.Ms.No.73, General Administration (SC.A) Department, dated:12.06.2015.
6. G.O.Ms.No.78, General Administration (SC.A) Department, dated:19.06.2015.
7. From the Director General, Andhra Pradesh Human Resources Development Institute, Bapatla Letter No.APHRDI/DG/IAS-2016/17, Dt.16.07.2017.

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ORDER:

In G.O. 6th read above, the scheme of Practical Training intended for the IAS Probationers to undergo in the state has been prescribed. In the reference 7th read above, the Director General, Andhra Pradesh Human Resources Development Institute has suggested certain modifications to the existing scheme of Practical Training intended for the IAS Probationers to undergo in the state.

2. Accordingly, in partial modification of the Government Orders 6th read above, the Revised Schedule of Practical Training intended for the IAS Probationers to undergo in the state is annexed to this order.

3. The Government, therefore, direct that the Practical Training Programme for the directly recruited IAS officers appointed on the basis of the results of the All India Civil Services Competitive Examinations and allotted to the Andhra Pradesh State, shall hereafter, be as shown in the Annexure-I and the General Instructions to be followed while imparting training are appended in the Annexure-II to this order.

4. The Revised Training Schedule shall come into force with immediate effect and commences with the training of IAS Probationers of 2016 Batch.

5. The Collectors and District Magistrates and others concerned are requested to impart the training to the IAS Probationers as per the revised scheme.

6. The Chief Commissioner of Land Administration, the Director General, Andhra Pradesh Human Resources Development Institute, Bapatla and all the Collectors and District Magistrates are requested to acknowledge receipt of this order.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLITICAL)

To
All the Collector and District Magistrates in the State.
The Chief Commissioner of Land Administration, A.P., Hyderabad.
The Director General, Andhra Pradesh Human Resources Development Institute, Bapatla.

(P.T.O.)

All Secretaries to Government including Principal Secretaries to Government
The Director General & Inspector General of Police. Vijayawada
The Principal Chief Conservator of Forests, (HoFF), A.P., Guntur
The Commissioner & Director of Agriculture. Guntur
The Commissioner & Director, Municipal Administration, A.P., Guntur.
The Commissioner, Panchayat Raj and Rural Development, A.P., Vijayawada.
The Director of Treasuries & Accounts, Vijayawada
The Registrar of Cooperative Societies, Guntur
The Engineer-in-Chief, Irrigation/Roads *&* Buildings/Public Health/PR/RWS, Vijayawada
The Director of Animal Husbandry, Vijayawada
The Director of Social Welfare, Tadepalli, Guntur District.
The Commissioner of Industries. Vijayawada.
The Commissioner, Horticulture, A.P., Guntur.
The Commissioner, Medical & Helath, A.P., Vijayawada.
The Commissioner, Civil Supplies, A.P., VVijayawada.
The Pay & Accounts Officer, Vijayawada

Copy to :
The Accountant General. Andhra Pradesh. Hyderabad
The Secretary to Government of India, Ministry of Personnel. Public Grievances *&* Pensions, Department of Personnel & Training, North Block, New Delhi.
The Director, Career Management Division, Department of Personnel and Training , North Block. New Delhi.
The Director, Lai Bahadur Shastri National Academy of Administration. Mussoorie - 248 179 (UP)
All Departments of Secretariat
The Registrar. A.P. Agricultural University. Guntur.
The General Manager. A.P. State Road Transport Corporation, Vijayawad.
The Genl. Admn (SC.D/SC.E/SC.X/AR & T-I) Department
The P.S. to Chief Minister/Chief Secretary
The P.A to Secretary (Poll)/ Additional Secretary (AIS).
SC/SFs.

// FORWARDED :: BY ORDER //

SECTION OFFICER (SC)

ANNEXURE-I

(to G.O.Ms. No.90,General Administration (SC.A) Department, dated:21.07.2017)

REVISED SCHEDULE OF PRACTICAL TRAINING OF IAS PROBATIONER IN THE STATE

Sl.No.	Training	Duration
1	Collectorate attachment	3 days
2	Treasury attachment	2 days
3	Introduction to all departments	1 week
4	Police attachment	2 weeks
5	APHRDI	4 weeks
	VILLAGE CLUSTER LEVEL TRAINING	
6	Grampanchayat	1 week
7	FA (Filed Assistant)	3 days
8	VO (Village Organisation)	3 days
9	Anganwadi	3 days
10	Sub-centre	3 days
11	School	3 days
12	Agriculture/Horticulture	3 days
13	VRO and survey work	2 weeks
14	SLR	2 weeks
	MANDAL LEVEL TRAINING	
15	Tahsildar	4 weeks (2 + 2)
16	MDO, APO, APM/MMS	3 weeks (1+1+1)
17	Medical officer	1 week
18	CDPO	3 days
19	MEO	3 days
20	RDO	4 weeks (2+2)
21	DRDA	1 week
22	DWMA	1 week
23	DSO and DM CS	1 week
23a	DMHO and PD ICDS	1 week
24	Agriculture/Horticulture/Animal Husbandry	1 week
24a	Industrial promotion	1 week
	ENGINEERING SECTION	
25	EE, PR and EE, RWS	1 week
26	EE, Irrigation and EE, R & B	1 week
27	EE, Housing and EE, SW	1 week
28	CEO ZP	2 weeks
29	Municipality	2 weeks (1+1)
30	Collectorate training and language	3 weeks (including 3 days training with District Session Judge/ Addl. District Session Judge) District .
31	Andhra Darshan (including ITDA, Forest Exposure, Foreign country exposure)	3 weeks
32	Secretariat	2 weeks
33	IAS Association	1 day
		50 weeks

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLITICAL)

// FORWARDED :: BY ORDER //

SECTION OFFICER (SC)

ANNEXURE-II

(to G.O.Ms. No.90, General Administration (SC.A) Department, dated:21.07.2017)

General Instructions:

1. During the Collectorate attachment in the first week, the Officer trainee shall be introduced to the various sections in the Collectorate and their functionalities. He shall also be given basic knowledge of protocol and warrant of precedence.
2. The second week starts with introduction to all departments. The purpose is that Officer trainee should get thorough knowledge about all the departments (their organization and functions) before the village visit.
3. The Police attachment has been enhanced to 2 weeks so that OFFICER TRAINEE gains comprehensive knowledge on law and order issues, crime control, special branch, intelligence etc
4. Collectors and OFFICER TRAINEES may note that the village level training and Mandal level training have been changed to bring a geographic/integrated approach to training instead of departmental approach. The main purpose of village cluster level training is to allow the OFFICER TRAINEE to experience the entire government in action in the village. The Collectors shall send the OFFICER TRAINEES to a specific cluster comprising of few Gram panchayat. The Collector shall carefully decide as to what attachment has to be done in which GP. For eg, VRO attachment may be done in a particular GP; the panchayat secretary attachment may be done in another GP within the same cluster. During the village stay OFFICER TRAINEES are supposed to acquire comprehensive knowledge on the working of the respective field functionary. The Collectors may also visit the OFFICER TRAINEE in the village to assess the progress made by him.
5. Similarly, Mandal level training is incorporated to enable the OFFICER TRAINEES to see the government in action at the Mandal level. The Collectors shall allot OFFICER TRAINEE to a suitable Mandal. The OFFICER TRAINEES have to be given independent charge of Tahsildar for two weeks during which the regular Tahsildar shall be posted in Collectorate or some other Mandal. The OFFICER TRAINEES shall train with the MPDO, APO and Mandal Mahila Samakhya for a week. After this, they shall also be given independent charge of MPDO for two weeks during which the regular MPDO shall be posted elsewhere.
6. During the village and mandal training, the Collectors may attach the respective Mandal/Divisional/District officer to the Officer Trainees.
7. Engineering module has been introduced afresh. The OFFICER TRAINEES are being attached to various engineering departments during which they shall acquire thorough knowledge on assessment of work, estimates generation, calling of tenders/ e-tenders, work supervision, quality check, measurement and M book recording, payment etc
8. The OFFICER TRAINEES shall also be given independent charge of grade II municipality during municipal attachment.
9. It may be noted that the concerned district officer of the respective department to which OFFICER TRAINEE is attached shall be overall responsible for ensuring proper training to the OFFICER TRAINEE. The DRO shall do the necessary coordination.
10. The OFFICER TRAINEES shall furnish their daily diaries to the District Collector concerned and they shall also submit the copies of their daily diaries to the Director General, A.P. Human Resources Development Institute, for reviewing and monitoring the daily diaries of the OFFICER TRAINEES,

(P.T.O.)

11. Collectors shall take personal interest in the training of OFFICER TRAINEES. They shall check the daily diary of the OFFICER TRAINEE and give him feedback.
12. Collectors shall also encourage the OFFICER TRAINEE to conduct independent inquiries and accompany them during tours and night halts.
13. Collectors shall make suitable arrangements for the comfortable stay and travel of the OFFICER.
14. The District Collectors shall ensure strict compliance of the schedule of the practical district training prescribed in the Annexure-I. If, any local deviations are to be made in the exigencies of District requirements, the same shall be informed to the Government/ Director General, A.P. Human Resources Development Institute.

SRIKANT NAGULAPALLI
SECRETARY TO GOVERNMENT (POLITICAL)

// FORWARDED :: BY ORDER //

SECTION OFFICER (SC)